

**UNDERSTANDING OF SPECIAL CONDITIONS
OF INTERMITTENT WORK SCHEDULES**

The following conditions of employment with the National Biological or U.S. Fish and Wildlife Service are applicable to persons serving under intermittent work schedules:

1. The approval for such action is at supervisory discretion.
2. There is no guarantee that this position will be able to return to a full-time work schedule.
3. Annual leave and sick leave will not be earned and cannot be used.
4. Employees currently enrolled in Health benefits may continue their coverage. However, if you are in a nonpay status for an entire pay period, or if your salary for a pay period does not cover the full employee share, you will be required to make the payment due.
5. The annual basic pay for life insurance purposes is the basic pay applicable to a tour of duty in a 52-week workyear. (For example, if the annual salary for a position is \$20,000 per year but employment is half-time, the annual basic pay for insurance purposes would be \$10,000.)
6. Intermittent service is creditable in the computation of retirement annuity based on actual hours worked. The annuity is prorated to reflect the intermittent service.
7. The amount matched by the government in the Thrift Savings Plan (TSP) will be based on actual hours worked each payperiod.
8. Holiday pay will not be received.
9. Qualifications will be prorated for the period that the intermittent work schedule is held.
10. An intermittent work schedule does impact the service computation date (SCD), the time to complete a probationary period (if applicable), the waiting period for with-in grade increases (WGI), and the time it takes to reach career tenure.

I have read and understand the conditions of intermittent work schedule as described above.

Signature

Date

Original: OPF - route through Payroll
Copy: Employee

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